

# DCS -- Vendor Information Form Instructions

Vendor Information Forms must be submitted for a vendor to initially receive payment from the state. These forms are also submitted to add e-mail addresses (for receiving EFT Notifications) or to initiate changes involving vendor address, banking information, etc.

**Vendor Information Forms should be submitted via scan & e-mail to [DCSResourceUnit@dcs.in.gov](mailto:DCSResourceUnit@dcs.in.gov)**

Alternately, forms can be faxed to 317-234-5960 or mailed to:

**DCS Resource Unit  
Room W364, Mail Stop 54  
402 W. Washington Street  
Indianapolis, IN 46204**

## **Additional guidelines regarding the Vendor Information Form:**

1. Please ensure you have a current version of the form, identified by "10-9" in the 2<sup>nd</sup> line of the form heading: State Form 53788 (R2 / 10-09) (available at <http://www.in.gov/dcs/2328.htm>)
2. Please follow the instructions that accompany the form, although it is strongly recommended that you please disregard the instruction to submit to the Statehouse address. Submitting to DCS Resource Unit will allow us to ensure the form is filled-out correctly and completely, so that it gets processed timely.
3. When changing bank or bank account, submission of a Vendor Information form must include banking information completed on the form by your financial institution or a copy of a voided check (starter checks are not acceptable).
4. Please write a note at the top of the form indicating type of vendor (e.g. foster parent, adoptive parent, residential provider, etc.) as well as a brief summary of the reason for submitting a Vendor Information form (e.g. address change, bank change, adding e-mail address, etc.)
5. Please note that an individual cannot be entered as the legal name for an LLC or corporation. Legal name submitted should coincide with your contract legal name.
6. For any invoices submitted within 2 weeks after submitting a Vendor Information form, please attach a copy of the submitted Vendor Information form to the invoice, along with a brief note that the form has already been submitted to the DCS Resource Unit.
7. Any questions, please e-mail [DCSResourceUnit@dcs.in.gov](mailto:DCSResourceUnit@dcs.in.gov) or call 877-340-0309 (option 2)